

# 2015 SPORTS CAPITAL PROGRAMME GUIDE TO MAKING AN APPLICATION



An Roinn Iompair  
Turasóireachta agus Spóirt

Department of Transport,  
Tourism and Sport

[www.sportscapitalprogramme.ie](http://www.sportscapitalprogramme.ie)

**You Tube** <https://www.youtube.com/channel/UCq1kBv-FA7QcFmu8cdrIsTg>

Please read this guide fully and carefully before applying online.

All applications, including supporting documentation, **must be submitted online**. Applications by post or email will **not** be accepted and will be returned.

If you have not previously registered, you must register on the website first and you must have a Tax Registration Number from the Revenue Commissioners to register.

**The deadline for applications is 5pm on Friday 24 April 2015**

## Introduction

The Sports Capital Programme (SCP) is operated by the Department of Transport, Tourism and Sport and provides grants to assist in the development or refurbishment of sports facilities and the provision of sports equipment.

The Programme aims to foster an integrated and planned approach to developing sports and physical recreation facilities throughout the country. In particular, its stated objectives are to:

- Assist voluntary and community organisations, national governing bodies (NGBs) of sport, local authorities and ETBs and schools to develop high quality, safe, well-designed, sustainable facilities in appropriate locations and to provide appropriate equipment to help maximise participation in sport and physical recreation.
- Prioritise the needs of disadvantaged areas in the provision of sports facilities.
- Encourage the sharing of local, regional and national sports facilities by clubs, community organisations and national governing bodies of sport.

Grants are available to sports clubs<sup>1</sup>, voluntary and community groups, national governing bodies of sport and local authorities. Third level colleges, Education and Training Boards (ETBs) and schools may only apply for funding jointly with sports clubs.

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<sup>1</sup> For guidance a full list of the National Governing Bodies of sport recognised by the Irish Sports Council is included in appendix 1.

## Deadline

**All applications must be made by 5pm on Friday 24 April 2015.** The online system will be shut down at this time exactly and no late or partial applications will be accepted. If you have not clicked the “Save and Submit” button on the final page of the application form by this deadline your application will not be considered. You are strongly advised to start the application and or registration process as soon as possible as it may not be possible for the Department to help you close to the deadline due to the expected volume of calls and emails.

When you have submitted your application you are strongly advised to save and/or print a copy of the Grant Application Submitted page. You may need this later as evidence of making your application. You should start making your organisation’s application as soon as possible.

Applications by post or by email will not be accepted and will be returned.

## Register first

Any organisation that wishes to make an application and is not already registered must first register at [www.sportscapitalprogramme.ie](http://www.sportscapitalprogramme.ie). A separate guide is available to the registration process at <http://www.dttas.ie/sites/default/files/corporate/guide-registering-scp-online.pdf>. The Department has created a how-to video at <https://www.youtube.com/channel/UCq1kBv-FA7QcFmu8cdrlsTg>

**The deadline for registration is 5pm on Friday 10 April 2015.**

## How to apply

The Sports Capital Programme is online in a system called OSCAR (Online Sports Capital Register) at [www.sportscapitalprogramme.ie](http://www.sportscapitalprogramme.ie). This is the only way to apply for grants under the Sports Capital Programme. OSCAR also allows those registered to view previous, applications, grants and payments, change contact details, seek payment of a grant and otherwise communicate with the Department.

To make an application go to [www.sportscapitalprogramme.ie](http://www.sportscapitalprogramme.ie) and log in using the tax registration number and password used at registration stage. Once you have logged in you will be brought to the “Schemes” page. If a round of the Sports Capital Programme is open for applications it will be listed and you can click “Create application” to begin the application process.

The application wizard will guide you through the application process and you can save and review your work as you fill out the form. As the system will log you out after a period of inactivity it is important that you save your application as you go, you can use the “Save Draft and Close” button at the bottom of each page. You can return to it later when you have more information or electronic documents ready to upload.

On each page some fields are mandatory. If you try and proceed without filling in these fields a red asterisk will appear beside each mandatory field. Hover your mouse pointer over the asterisk for details of what needs to be supplied.

## Where can you get advice on how to apply?

The Department does not run or endorse any seminars on how to make an application.

For advice on how to make an application:

- read this guide
- view our YouTube how-to videos <https://www.youtube.com/channel/UCq1kBv-FA7QcFmu8cdrIsTg>
- look up the Knowledge Base on [www.sportscapitalprogramme.ie](http://www.sportscapitalprogramme.ie)
- phone the Department – see <http://www.dttas.ie/sport/english/sport-unit-1-sports-capital-programmes-division> for the number of the person dealing with your county
- email [SportsCapitalProgrammes@dtas.ie](mailto:SportsCapitalProgrammes@dtas.ie)
- you can download a blank sample application form at <http://www.dttas.ie/sport/english/sport-unit-1-sports-capital-programmes-division> (this is only a sample form and all applications must be made on the online OSCAR system)

## Technical matters

The application wizard will only bring you to the pages you need to fill out. For example, you will only have to provide information on page 3 if you indicated on page 2 that your project is located in a disadvantaged area.

### Smart phones and tablet computers

The OSCAR system is not suitable for use on tablet computers or smart phones

### Microsoft Silverlight

You will need to install Microsoft Silverlight on your computer

<http://www.microsoft.com/silverlight/>.

If you are using Google Chrome and you get an error message “Silverlight needs your permission to run” there will be an icon on the right of the address bar with a red “X”. Click on this “X” and then choose “Always allow plug-ins on [www.sportscapitalprogramme.ie](http://www.sportscapitalprogramme.ie)” and click “Done.”

### Apple computers

If you are using an Apple computer you must use the operating system Mountain Lion (10.8) or more recent and the Mozilla Firefox web browser <http://www.mozilla.org/en-US/firefox/new/>.

### Uploading supporting documentation

The OSCAR system will guide you in uploading certain documents at certain stages of the application process but you must make sure that you upload all the correct/required documentation for your application.

It is recommended that you copy documents/files that you wish to provide in support of your application from external storage devices such as USB drives to your computer’s hard drive prior to uploading to OSCAR. It is also recommended that you extract any compressed or “zipped” files prior to uploading to OSCAR.

Please upload any multi-page documents as a single upload rather than a separate upload per page.

It is important to note the following:

- The documents to be uploaded can be in the following formats only: PDF, GIF, JPG, JPEG, TIF, TIFF, BMP, PSD and PSPIMAGE (word documents or other editable files cannot be used)
- Electronic files that are password-protected or have other security restrictions applied will be rejected by the system
- Ensure that you close out of any electronic files on your computer prior to uploading them with your Registration or Application
- The maximum file size for a single uploaded document is 2 megabytes
- File names should consist of only alphanumeric characters i.e. a - z, A - Z and 0 through 9 and spaces, no other characters are permitted.
- It is your responsibility to make sure that you upload the correct documents

Failure to follow these rules will result in the system not accepting your documents.

## Common pitfalls

Every year several hundred applications are ruled invalid because they do not meet the terms and conditions set out in this guide. Below are some of the most common pitfalls that you should avoid:

1. **Title/Access to your land** – title/access templates (appendix 5 and 6 of this guide) not provided, not signed, not dated or not fully completed
2. **Planning Permission** – template not provided, not completed or not signed (appendix 3)
3. **Own Funding** – loan offer or bank statements not provided or provided without the applicant's name
4. **Wrong documents uploaded** – or the same document uploaded multiple times
5. **Application not started on time** – organisations that do not start their application early run the risk of encountering technical or other difficulties that cannot be resolved before the deadline.

## Contact with the Department

We will not discuss your application, once submitted, with you or anyone on your behalf by phone, email or face to face until allocations have been announced.

## Non-compliance with the terms and conditions of the Programme

Submission of false or misleading information to the Department at any stage is treated very seriously. Any organisation that does not comply with the terms and conditions of the Sports Capital Programme may be subject to inspection, have their grant withdrawn, be required to repay all or part of a grant and/or be barred from making applications for a period of time.

All serious breaches of the terms and conditions of the Programme will be notified to An Garda Síochána.

## Summary of documents required

Full details of the documents required are set out in the section of this guide dealing with the relevant part of the application form. Below is a **summary** checklist of what you will need. **No other supporting documents will be considered by the Department.**

Document	Compulsory?
Confirmation of RAPID or CLÁR Area status	Compulsory for all applications from designated RAPID and CLÁR areas
Confirmation of National/Regional Status	Compulsory for all non-local applications
Quotation/estimate of the cost of your project	Compulsory for all applications
Proof of own funding	Compulsory for all applications
Evidence of Planning Permission/ Planning Application or Evidence that planning permission is not required	Compulsory for all capital (non-equipment) applications
Licence Agreements between groups as Evidence of sharing of facilities	Compulsory for all school, Education and Training Boards and 3 <sup>rd</sup> level college applications and for clubs/groups who wish to apply together
Evidence of Ownership of site	Compulsory for all applications for capital works where the organisations have chargeable title to their land
Evidence of Access to Site	Compulsory for all applications for capital works where the organisation does not have title to their land. You can only apply for a maximum of €25,000 for capital works.

## Templates

The Department has provided templates that must be used to provide certain information. These are all set out in appendices to this guide or they can also be downloaded from the page of the online application form where the template is required. These should be filled out, signed by the relevant person, scanned and uploaded as part of your application. Templates must be dated within three months of the application deadline.

All sections of the templates must be filled out and the existing text must not be amended or qualified in any way. Inserting phrases such as “without prejudice” may render the application invalid.

## Making a joint application

Extra marks are provided at the assessment stage for joint applications. Joint applications may be between 2 or more sports clubs or community groups. Third level colleges, Education and Training Boards (ETBs) and schools may only apply for funding jointly with sports clubs. All organisations involved must be registered on OSCAR.

The organisation that owns the land where the project is proposed must make the application on the OSCAR system. The details (name and tax registration number) of the organisations being joined to the applications are added during the applications process. See the section on joint applications below for more information.

If you are making a joint application with another organisation you cannot make a separate application under your own name, unless you are a Local Authority, National Governing Body or Education and Training Board.

## Making more than one application

Only Local Authorities, National Governing Bodies of Sport and Education and Training Boards can make more than one application under each round of the SCP.

## THE APPLICATION PROCESS PAGE BY PAGE

### Page 1 of 14: New grant application

Check that the organisation details provided at registration are correct and confirm that you have read this guide.

**There are no mandatory fields on this page.**

### Page 2 of 14: Where will the proposed facility be located

#### *Summary*

On this page you provide a short (800 character including spaces and punctuation) summary of what you are applying for. The summary should describe your project and how these new facilities or equipment will increase the number of active participants in your sport(s) or improve performance. Any targets should be specific, measureable and realistic.

Local Authorities, ETBs or National Governing Bodies of Sport should use the first words of the summary to identify the particular project especially if they are making more than one application.

We will only fund projects that are sporting in nature. To help determine if a project is sporting we use the definition of sport used by the Irish Sports Council:

*“Competitive sport means all forms of physical activity which, through organised participation, aim at expressing or improving physical fitness and at obtaining improved results in competition at all levels. Recreational sport means all forms of physical activity which, through casual or regular participation, aim at expressing or improving physical fitness and mental well-being and at forming social relationships.”*

### ***Disadvantaged areas***

You must also let us know if the project is in a designated disadvantaged area or not. Please choose either “No”, “CLÁR” or “RAPID”. Disadvantaged areas are those that have been designated by Government for special support through the RAPID and CLÁR Programmes. These are all managed by the Department of the Environment, Community and Local Government.

### ***National/regional projects***

If you are planning a national or regional facility you must include a letter of support from at least one National Governing Body of sport.

Regional or National projects (maximum grant of €200,000) include:

- national centres of excellence for one or more sport (eg: national rowing centre, national stadium for boxing)
- 6-8 lane synthetic running tracks,
- provincial rugby team facilities,
- League of Ireland soccer clubs and FAI regional training centres,
- GAA county grounds and centres of excellence,
- Local Authority projects seeking between €150,000 and €200,000
- 3<sup>rd</sup> Level Colleges and
- Applications for capital works from National Governing Bodies of Sport. Under the 2015 SCP, NGBs may not apply for sports equipment as generous funding has been provided for this purpose in recent years.

**If you are unsure about whether or not your project is national/regional please contact the Department for advice.**

### ***Applications from the Gaeltacht***

Applications from Gaeltacht areas do not have to be made in Irish. For more information on Gaeltacht areas please see <http://ahg.gov.ie/> or contact the Gaeltacht division of the Department of Arts, Heritage and the Gaeltacht ph: 091 503700.

### ***Latitude and longitude***

In the future the Department may need to map all sports facilities throughout the country and we are collecting latitude and longitude (GPS coordinates). You can find out the GPS coordinates for the site of your proposed facility by using a GPS device (including some

mobile phones) or online using google maps <http://maps.google.ie/>. Make it clear if you are using degrees, minutes and seconds or decimal.

**The mandatory fields on this page are: Project summary, located in an area designated as disadvantaged, the first line of the address and county.**

### Page 3 of 14: Upload CLÁR/Rapid document or confirmation of national/regional status (skip if your project is not in a RAPID or CLÁR area or is not a national/regional project)

If, on page 2, you indicated that your project was in a CLÁR or RAPID area or if your application is for a national/regional project you must upload evidence as set out below. First click the “add” button, then you must fill in the document name, browse your computer to choose the correct document, fill in the area name and click on “Add” and finally “Save and Next”.

The evidence must be one of the following:

CLÁR	Letter from the Register of Electors section of your Local Authority confirming that your site is in a CLÁR area and including the Electoral Division (ED) name & number of your site. A list of CLÁR Electoral Divisions is available at <a href="http://www.dttas.ie/sites/default/files/publications/sport/english/list-designated-cl%C3%A1r-areas/allcountiesbyedextendedclar1.pdf">http://www.dttas.ie/sites/default/files/publications/sport/english/list-designated-cl%C3%A1r-areas/allcountiesbyedextendedclar1.pdf</a>
RAPID	Letter from your Local Authority confirming that your project is located in or serves a RAPID area. The letter must include the name of your organisation, the name of the RAPID area and must be dated within 3 months of the application deadline.
National/Regional	A letter of support from your National Governing Body confirming that the project is of National/Regional importance (see above for details of what is a national/regional project)

**It is mandatory to provide evidence of disadvantaged status if you have indicated that your project is in a disadvantaged area. Failure to do so may render your application invalid.**

### Page 4 of 14: Details of proposed project and costs

On this page you set out the different parts of your project and the cost and priority of each part. You add each element of the project by clicking the “ADD” button. You can rearrange their priority afterwards.

As funding is limited, it is vital that you break down the parts of your projects and the cost of each part as much as possible. Failure to adequately break down the cost of your project may make it difficult to allocate any funding towards it.



**For example** if your project includes resurfacing a tennis court, erecting a fence around the court and floodlighting the area, you should include a price for each separate element in your application and indicate the priority you place on each element. If you only provide one overall cost and there is not enough money to fund all 3 elements you may receive no funding at all. If you provide separate costs for each element, it may be possible to fund some of the elements of the project.

Below are lists of items that we do and do not fund. These are only examples and do not cover every possibility.

### ***We do fund:***

- Natural grass sports pitches, tracks and courts (including pitch drainage)
- Floodlighting
- Artificial sports pitches, tracks, courts and multi-use games areas
- Security fencing, ball stop netting and goal posts
- Hurling walls / handball alleys
- Building or refurbishment of dressing rooms, showers and toilets
- Building or refurbishment of sports halls and gyms
- Non-personal sports equipment including lawn mowers and defibrillators. Anything set in the ground (such as goal posts) is not considered equipment.
- Any other capital projects that are clearly sporting in nature and that will increase participation in sport or improve performance (see definition above)

A more comprehensive list of what we fund is available on the drop down list on this page of the application form. If you wish to apply for an item not covered on this list please contact the Department for advice.

### ***We do not fund:***

- Private and/or commercial operations (see notes below)
- Operational costs
- Viewing stands
- Car parks, roads or landscaping
- Bars, kitchens, sleeping accommodation, offices or other parts of a project that have little or no sporting content
- Projects (or elements of projects) where work has already commenced or where contracts have already been signed
- The building or renovating of swimming pools
- Routine maintenance (including the resurfacing of artificial pitches funded by the SCP in the last 10 years)
- Applications from schools, ETBs and 3<sup>rd</sup> level colleges that are not made jointly with at least one sports club (see separate section on schools, ETB and 3<sup>rd</sup> level colleges applications on page 9)
- The repayment of loans (a separate tax relief scheme for donations to sports clubs can be used to fund the repayment of loans see [www.revenue.ie](http://www.revenue.ie))

- The purchase of land or buildings (a separate tax relief scheme for donations to sports clubs can be used to fund the purchase of land see [www.revenue.ie](http://www.revenue.ie))

Eligible elements of an application will be considered for funding even if other elements of the project are ineligible.

**It is mandatory to add at least one element of your project on this page.**

### ***Private and/or commercial operations***

SCP funding is focused on community sports where the maximum number of people can participate. The Department may deem any organisation that places excessive restrictions on membership or usage as a private organisation and therefore not eligible for SCP funding.

In considering if an applicant might be commercial the fee structure is examined, along with responses to the questions on page 13 of the application form: what groups will use the facility? and how do you plan to encourage disadvantaged groups and people to use the proposed facility? Simply charging for use of a facility does not indicate that an organisation is commercial but the charges should not be prohibitively high.

If you are concerned that your application may be considered private or commercial please contact the Department for advice. The onus is on applicants to satisfy the Department in relation to these matters.

### **Page 5 of 14: Quotation document**

At least one professionally prepared quotation or pre-tender estimate must be uploaded for all aspects of the works being applied for. This can be one or more documents but must cover everything being applied for and must be dated within 12 months of the application deadline. The following types of documents are acceptable as quotes:

1. An estimate prepared by your technical supervisor (typically an engineer, quantity surveyor or architect). The estimate must include details of who provided it and their relevant qualifications
2. A quote from a contractor/supplier including details of who is providing the quote
3. Extract from a catalogue/website (for equipment only) must show where quote was sourced

**It is mandatory to attach at least one quote on this page.**

### **Page 6 of 14: Evidence of own funding**

Use this page to tell the Department how much funding you are seeking and to give details of the own funding that you are putting towards the project.

#### ***How much to apply for***

The maximum grant available for local club/organisation projects is €150,000. It is envisaged that this amount will only be allocated in exceptional circumstances. The

maximum grant available for national/regional projects is €200,000 (see page 7 for details of what are considered national and regional projects).

In assessing your application, we will consider if your project is realistic in terms of scale, costs and grant assistance sought.

### ***Own funding***

You must make a minimum contribution towards the total cost of your project. This can be in the form of a loan or savings. When assessing applications, we give higher marks to organisations that show they can provide a higher level of own funding. You should therefore contribute as much own funding as you can towards your project.

If your project has already been allocated a grant from another State-funded source, you must provide at least 5% of the total cost of the project from your own funds.

The minimum level of 'own funding' you must provide depends on whether your proposed facility will be classified as local, regional or national and whether it will be located in a designated disadvantaged area (see page 6 for further information about disadvantaged areas).

Type of Area	Minimum own funding <sup>1</sup>
Non-disadvantaged local project area	15% of the total cost of project
CLÁR (disadvantaged rural area) <sup>2</sup>	10% of the total cost of project
RAPID (disadvantaged urban area) <sup>2</sup>	5% of the total cost of project
Regional or national or NGB <sup>3</sup>	5% of the total cost of project

1: please note that these are minimum levels of own funding. Extra marks will be given at assessment to projects with higher levels of own funding and marks will be deducted if more than 80% of the own funding is by way of a loan.

2: for more information on disadvantaged areas go to <http://www.environ.ie/en/Community/>

3: Regional or National projects (maximum grant of €200,000) see page 7 for more details on what is considered a regional/national project. **If you have any questions on this please contact the Department.**

**The mandatory fields on this page are: “amount of borrowings” (enter €0 if you are not borrowing towards the project), “amount sought” and “total amount of own funding available (towards this project)”.**

## Page 7 of 14: Evidence of own funding

You must upload evidence of your own funding in one or more of the formats below (**no other forms of evidence of own funding such as letters from NGBs or benefactors, overdrafts, copies of clubs' accounts or future fundraising estimates are acceptable**):

- At least one statement from a financial institution – the statement(s) **must include the name of the organisation**, the details of the financial institution and the closing balance on the statement(s). This will be used to verify the amount of own funding you have available towards the project. Statements must be dated within 3 months of the application deadline. If it is a joint application or if the applicant has more than one bank account, a statement can be included for each account. Overdrafts cannot be used as own funding.
- If the level of own funding includes a loan, your financial institution must fill in and stamp the template provided at Appendix 2 – overdrafts cannot be used as own funding.
- Local Authorities, ETBs and 3<sup>rd</sup> Level Colleges can provide a letter from their finance officer/accountant confirming that the required own funding is in place.

**It is mandatory to upload at least one document that shows your own funding.**

## Page 8 of 14: Other details about your project

### *Estimated start-up and completion of project*

Your project should start promptly ie within 6 months of any grant being provisionally allocated. The project should be completed within 24 months of grant allocation, otherwise the grant may be withdrawn without further notice.

### *Equipment only applications*

If you tick the box on this page to indicate that this is an equipment only application, the OSCAR system will not seek information and supporting documentation on planning permission or title.

Correspondingly, if you are applying for capital works and you tick this box in error you will not be asked for mandatory documents in relation to planning and title and you will make an invalid application without these documents.

### *Planning permission*

If your project requires planning permission (or Part 8 in the case of Local Authorities) you must either have evidence that you have received permission or have evidence that you have applied for it. In either case you must enter the planning reference number (or Part 8 reference number for Local Authorities) on this page and provide documentary evidence of this planning permission on page 9 (see below for advice).

Applicants for capital projects that do not require Planning Permission must have their technical supervisor<sup>2</sup> complete and sign the template confirming same. This can be downloaded from the website or is available in appendix 3 of this guide.

### ***Note on school, ETB and 3<sup>rd</sup> level college applications***

Schools, ETBs and 3<sup>rd</sup> Level Colleges may only apply for funding **jointly** with local sports clubs or community groups and must provide copies of formal legal agreements (e.g. a licence agreement between school and club(s) - please refer to your solicitor for further information) that make your facilities available to local clubs and/or the local community for 30 hours a week throughout the year. Other elements that would strengthen a joint school/club application include a joint board of management and/or a joint bank account for the grant aided facility. Guidelines on what a licence agreement should contain are set out in appendix 4.

**The organisation that owns the land where the project is proposed must make the application on the OSCAR system.** You should tick the box “Is this application for a school/college/ETB?” You will be required to provide the name and tax registration number of at least one local sports club or community group being joined to your application. You can only enter details up to a maximum of four joint applicants. All organisations involved must be registered on OSCAR.

### ***Note on clubs/community groups sharing facilities with schools and other sports groups***

**Applications from clubs/community groups will gain additional marks by demonstrating availability of the facility for schools or wider community sports groups.** Evidence of this sharing must be provided in the form of formal agreements (e.g. a licence agreement signed by the clubs, school and/or other community sports groups – please refer to your solicitor for further information) that will allow local school and/or community sports groups to use the proposed facilities throughout the year when it is not being used by the club itself. Guidelines on what a licence agreement should contain are set out in appendix 4.

**The organisation that owns the land where the project is proposed must make the application on the OSCAR system.** If you submitting a joint application you should tick the box “Is this a joint application?” You will be required to provide the name and tax registration number of at least one other local sports club or community group being joined to your application. You can only enter details up to a maximum of four joint applicants. All organisations involved must be registered on OSCAR.

If you are making a joint application with another organisation you cannot make a separate application under your own name, unless you are a Local Authority, National Governing Body or Education and Training Board.

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<sup>2</sup> A professional competent in planning matters, typically an architect, civil engineer or planning consultant.

**There are no mandatory fields on this page.**

## Page 9 of 14: Planning documents/licence agreements

### *Planning permission*

You must upload one of the following for all applications that include capital works:

- A copy of the grant of planning permission for any of the aspects of your project that require planning permission. Local Authorities must provide the extract from the minutes of the council meeting where the part 8 application was passed, or a letter from the planning department confirming approval of the Part 8. **This planning permission must be current at the time of application.**
- Evidence of a current planning permission application by way of a document from your Local Authority Planning Department with the planning reference number (or part 8 reference number for Local Authorities) or a copy of the planning application, (stamped by the Local Authority Planning Department and with the planning reference number) for any aspects of your project that require planning permission.
- The completed template to confirm that your project does not need planning permission (this can be downloaded on this page of the website or copied from appendix 3 of this guide).

**If your application includes any capital works you must upload one of these documents.**

### *Evidence of sharing of facilities – mandatory only for school, ETB & 3<sup>rd</sup> level college applications and joint applications between clubs*

Upload a copy or copies of formal legal agreements (e.g. a licence agreement between school and club(s) - please refer to your solicitor for further information) that make your facilities available to local clubs and/or the local community for 30 hours a week throughout the year. Guidelines on what a licence agreement should contain are set out in appendix 4.

**If, on the previous page, you have ticked either of the boxes marked: “this is a school/ETB/college application” or “tick this box if this is a joint application or if you wish to gain additional marks for sharing the facilities” you must upload at least one licence agreement here.**

## Page 10 of 14: What facilities do you have on this and/or other sites at present?

Use this page to tell the Department about your current facilities. Please give full details of all of the sports facilities owned by your organisation at this or other sites. The list should include details such as number of changing rooms and number of pitches.

Use the “add” button to enter details of each type of facility you have. For example a club with 3 grass pitches, one with floodlights and 3 dressing rooms would add 3 lines:

Type	Number
Natural grass pitches	3
Floodlights	1
Dressing rooms	3

**None of the fields on this page are mandatory.**

## Page 11 of 14: Site ownership

Use this page to tell us about the ownership of the site where you plan to develop your project.

### ***If you are applying for sports equipment only***

You do not need to provide any evidence of title. Instead, if you are successful in your application, your organisation will be required to sign a declaration committing the organisation to keeping the equipment in sporting use for at least five years.

### ***If you own the land or have a long lease***

If you own your land or have it on a lease with at least 15 years remaining at application stage and your title is registered in the Property Registration Authority you can apply for up to €150,000 in funding for capital works.

If the registered lease is less than 15 years but more than 5 years then you may only apply for a maximum capital grant of €25,000. Your solicitor can advise you on title issues.

### ***If you do not own the land or have a long lease***

If you do not own your land or do not have a registered lease with at least 15 years remaining you may only apply for a maximum of €25,000 towards capital works. You may also apply for sports equipment. However, if in 2012 or 2014 you received a capital grant towards this site, the maximum combined value of grants between the three programmes is €25,000.

## Page 12 of 14: Evidence of title or access to the site

Use this page to upload a document that shows that you have a right to develop facilities on this site and that any grant-aided project will remain in sporting use.

### ***If you do not own the land or have a long registered lease***

If you do not own your site or if you do not have a long registered lease with at least 15 years remaining at application stage you can only apply for a capital grant of €25,000 or less. You may also apply for sports equipment. In this case the owner of the land must fill out template provided at appendix 5 (this can also be downloaded from the site) confirming

that he/she has no intention of taking the facility away from your organisation for a minimum of 5 years. You must scan and upload the completed document on the website. However, if in 2012 or 2014 you received a capital grant towards this site the maximum combined value of grants between the three programmes is €25,000.

You may also apply for sports equipment for which you do not need to provide any evidence of title.

### ***If you own the land or have a long lease***

Your solicitor must fill and sign the template provided at appendix 6 (this can also be downloaded from the website) confirming that s/he is acting on your behalf and stating the following:

1. That you either own the site for the proposed facility or that you hold it under a lease.
2. If your title is leasehold, that the lease has at least 15 years remaining (if the registered lease is less than 15 years but more than 5 years then you may only apply for a maximum capital grant of €25,000).
3. That the leasehold or freehold title is registered with the Property Registration Authority (PRA) – Land Registry or Registry of Deeds.
4. If registration is pending in the Land Registry Section of the PRA then a Dealing Number from the PRA must be included.
5. That the title is capable of supporting a charge.

All questions must be answered. You must scan and upload the completed document on the website.

If the land where the proposed facility is to be located is owned by a Local Authority and you do not have a lease registered in the Property Registration Authority you may only apply jointly with the Local Authority that has title to the land.

**Unless you are applying for equipment only you must upload either proof of title or proof of continued access to the site. In both cases you MUST use the appropriate template supplied.**

### **Page 13 of 14: Details about usage**

Where possible you should set out how you intend to attract disadvantaged groups to use your current or planned facilities. Such initiatives could include offering lower cost access to the unemployed or pensioners. Are there any groups in your area who do not engage in sports? What will you do to encourage such groups to use your facilities?

All of the fields on this page are mandatory.

### **Page 14 of 14: Acceptance of the terms and conditions**

On this page you must tick the box that you accept the terms and conditions of the Programme.



To make an application you must press “save and submit” on this page. If you do not submit the application it will not be considered.

When you have submitted your application you are strongly advised to save and/or print the Grant Application Submitted page that will appear as evidence of making your application. You may need this later as evidence of making your application.

**The deadline for applications is 5pm on Friday 24 April 2015**

Please note that once an application is submitted it cannot be edited or added to.

### ***Freedom of information acts***

Any member of the public can seek access to records held by Government Departments under the Freedom of Information Acts.

Under the Freedom of Information Acts, we may release details contained in applications and supporting documents, on request, to third parties. If there is information contained in your application which is sensitive, please contact us separately to identify it and explain why it should not be disclosed. If we are asked for sensitive information, we will consult you before making a decision. However, if you do not identify any information as sensitive and provide supporting reasons, we may disclose it without any consultation with you.

### ***Disclaimer***

The Department of Transport, Tourism and Sport shall not be liable to the applicant or any other party for any loss, damage or costs of any nature resulting directly or indirectly from the application or its subject matter or our rejection of the application for any reason.

The Department, its servants or its agents shall not at any time in any circumstances be held responsible or liable for any matter connected with developing, planning, financing, building, operating, managing and/or administering individual projects or any matter connected with the part payment by the Department of invoices submitted by grantees.

### ***Applicant’s statement on behalf of organisation***

I/we certify that I/we have read and understood the Guide and criteria to making an application under the 2015 Sports Capital Programme and agree to comply fully with all the terms and conditions. I/we understand that decisions on applications and allocations are final.

I/we certify that all information in this application and all information in any supporting documents is truthful and accurate and that I/we accept that if any information is found to be false or misleading that the Department may withdraw grants, require repayment of all or part of a grant and/or bar applications from this organisation for a period of time. I am also aware that the Department may inform the Garda Síochána.

I/we agree that from the date of the grant, I/we will not deny anybody access to any facility or part of a facility for which we receive a grant on the grounds of gender, civil status, family status, age, disability, race, sexual orientation, religious belief, or membership of the Traveller Community without just, reasonable and proper cause.

I/we agree that any grant allocated on foot of this application may be withdrawn if the grantee does not make sufficient progress to drawn down the grant as set out in any letter of allocation.

## Appendix 1: National Governing Bodies recognised by the Irish Sports Council

Angling Council of Ireland	Irish Olympic Handball Association
Athletics Ireland	Irish Orienteering Association
Badminton Ireland	Irish Rugby Football Union
Basketball Ireland	Irish Sailing Association
Baton Twirling Sport Association of Ireland	Irish Squash
Bol Chumann na hÉireann	Irish Surfing Association
Bowling League of Ireland	Irish Table Tennis Association
The Camogie Association	Irish Taekwondo Union
Canoeing Ireland	Irish Tenpin Bowling Association
Cerebral Palsy Sport Ireland	Irish Tug of War Association
Cricket Ireland	Irish Underwater Council
Croquet Association of Ireland	Irish Waterski & Wakeboard Federation
Cycling Ireland	Irish Wheelchair Association Sport
Football Association of Ireland	Ladies Gaelic Football Association
GAA	Motor Cycling Ireland
GAA Handball Ireland	Motorsport Ireland
Golfing Union of Ireland	Mountaineering Ireland
Irish Gymnastics Ltd	National Community Games
Horse Sport Ireland	ONAKAI
Horseshoe Pitchers Association of Ireland	Pitch and Putt Union of Ireland
Irish Amateur Archery Association	Racquetball Association of Ireland
Irish Amateur Boxing Association	ROI Billiards & Snooker Association
Irish Amateur Wrestling Association	Rowing Ireland
Irish American Football Association	Rugby League Ireland
Irish Blind Sports	Shooting Sports Association of Ireland
Irish Clay Pigeon Association	Special Olympics Ireland
Deaf Sports Ireland	Speleological Union of Ireland
Irish Fencing	Swim Ireland
Irish Hockey Association	Tennis Ireland
Irish Judo Association	Triathlon Ireland
Irish Ladies Golf Union	Volleyball Association of Ireland
Irish Martial Arts Commission	Weightlifting Ireland

## Appendix 2: Template loan offer

This form to be filled out and stamped by your financial institution. Overdrafts cannot be used as own funding.

Name of club/organisation	
What is the amount of the loan?	
What is the purpose of this loan?	
Has the club any other loans outstanding from this financial institution?	
What term is the proposed loan?	
What are the monthly repayments?	
Is loan fully approved or approved in principle?	
When will loan be available for drawdown?	
Does the loan require any security and if so state the nature of such security?	

\_\_\_\_\_  
Please print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Job Title

Date: \_\_\_\_\_

(must be within 3 months of application deadline)

Financial Institution Stamp

### Appendix 3: Template to be completed where planning permission is not required

Must be completed on Technical Supervisor<sup>3</sup>/Local Authority Planning Department headed paper and/or include their official stamp

Name of Organisation \_\_\_\_\_

Address of Organisation \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project details \_\_\_\_\_

Project site address \_\_\_\_\_

\_\_\_\_\_

### To be completed by your technical supervisor or Local Authority planning department only

I certify that the above named project or part of project does not require planning permission.

Signature \_\_\_\_\_

Name \_\_\_\_\_ (Block Capitals)

Position \_\_\_\_\_

Relevant Qualification \_\_\_\_\_

Date \_\_\_\_\_  
(must be within 3 months of application deadline)

\_\_\_\_\_

<sup>3</sup> A professional competent in planning matters, typically an architect, civil engineer or planning consultant

## Appendix 4: Information on the preparation of licence agreements between parties to joint applications under the Sports Capital Programme

### Please note:

Please refer to your solicitor for advice on drawing up a suitable licence agreement. It is the responsibility of applicants to instruct their solicitors and to ensure that any legal agreements that they enter into are appropriate to their individual circumstances. The information below is for information purposes only and does not constitute legal advice on how licence agreements should be drawn up and the Department of Transport, Tourism and Sport shall not be liable to the applicant or any other party for any loss, damage or costs of any nature resulting directly or indirectly from the information contained in this document.

Schools, third level colleges and ETBs may only apply for funding **jointly** with local sports clubs or community groups.

Local sports clubs or community groups may also make joint applications and may gain additional marks by demonstrating availability of the facility for schools or wider community sports groups.

All joint applications – including applications between different sports clubs and community groups and between clubs/groups and schools/colleges/ETBs – must provide evidence of the sharing of facilities in the form of **formal licence agreements** signed by the clubs, school and/or other community sports groups that will allow the parties to the application to use the proposed facilities throughout the year when it is not being used by the applicant themselves.

### Elements of a licence agreement

While the precise wording of any licence agreements is a matter for joint applicants and their respective solicitors, the Department will be checking that licence agreements include the following information:

- The name and/or address of the facility/proposed facility to be shared
- Names of all the groups that are party to the agreement – including a signature of a representative of each group
- The responsibilities of each of the parties to the agreement for example: insurance, liability insurance, maintenance, cleaning
- Details of any times when the facility is available to each party and any access arrangements
- The period for the which the licence is effective – open ended or for a minimum of 15 years
- Any limits on the purposes for which the facility can be used

- Any joint management arrangements – management boards, financial contributions and any joint bank account
- Any charging/funding arrangements for the use of the facilities – including who sets fees or rent and who pays them
- Any dispute resolution arrangements or forfeiture clause

## Appendix 5: Template for landlord to confirm continued access to site/property – for capital allocations of €25,000 or less only

### LETTER OF CONFIRMATION AND AGREEMENT REGARDING USE OF PROPERTY THE SUBJECT OF A GRANT APPLICATION BY THE OCCUPIERS UNDER THE SPORTS CAPITAL PROGRAMME

Only to be used for applications seeking capital funding of €25,000 or less where the applicant does not own the land or does not have a long lease – see pages 12-16 in the guide to making an application for details

Name of Club/Organisation: \_\_\_\_\_

Address of facility: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I/we \_\_\_\_\_ (enter full name of the legal owner of the property/facility ) confirm that:

1. I/we acting as the \_\_\_\_\_ (state in what capacity the person signing this agreement is acting e.g. owner, director of the company which is owner, trustee holding the property in trust etc.) own the above site/facility.
2. The site/facility has been occupied by the above named club/organisation since (insert year) \_\_\_\_\_ and the organisation uses this facility on the basis of \_\_\_\_\_ (state on what basis the club/organisation occupies the property e.g. lease, rental agreement, licence, informal agreement) and is available to that organisation on an on-going basis according to their needs
3. I/we are aware that the organisation is applying for a grant of €25,000 or less (under the Sports Capital Programme) to develop the site/facility and that I/we have agreed to the proposed works/development
4. At the present time I/we have no intention of selling, developing or otherwise changing the use of this site/facility for a minimum period of 5 years from the date of the payment of any allocation made on foot of the grant application
5. At the present time I/we have no intention of barring, evicting or otherwise limiting the access of the club/organisation to the site/facility for a minimum of 5 years



6. Should the above club/organisation cease to use to the site/facility for sporting purposes that I/we will make reasonable efforts<sup>4</sup> to find another sports club/organisation group to operate the facility for the remainder of the 5 year period referred to at 4 above.
7. Should I/we not make reasonable efforts to find a suitable alternative user for the site/facility that we will repay the Department any unexpired value of the grant as determined by the Department. The unexpired value of the grant will be calculated by notionally writing off 1/5<sup>th</sup> of the total grant for each completed year from the date on which the grant is drawn down.

Signed:	_____	Witness:	_____
Name :	_____	Name:	_____
Address:	_____	Address:	_____
	_____		_____
	_____		_____
Date:-	_____		_____

(must be within 3 months of application deadline)

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<sup>4</sup> The Department defines “reasonable efforts” as advertising the availability of the site/facility on an annual basis for the duration of the unexpired portion of the 5 year period and endeavouring to find a replacement club/organisation to use the grant aided facility for sporting purposes for that duration.

## Appendix 6: Template to satisfy the title requirements of the Sports Capital Programme

**Must be printed off, every question must be answered and it must be signed, dated and include your solicitor's official stamp**

### Please note:

Every applicant applying for capital funding with title to their property (ie that can meet the requirements of this template and is not applying for sports equipment only) must provide this template completed regardless of how much funding is being applied for. **All questions must be answered.**

If the applicant does not own their site or if they do not have a registered lease with at least 15 years remaining they can only apply for sports equipment or a capital grant of €25,000 or less. In the case of the latter they the owner of the land/building must fill out the template at appendix 5 (available to download on the site) stating that he/she has no intention of taking the facility away from the organisation for a minimum of 5 years.

**No other evidence of title such as deeds, leases or printouts of folios will be considered.**

1. **Name of organisation:** \_\_\_\_\_
  
2. **What title does the above organisation have to the site of the proposed development?**
  - Freehold                       Leasehold

If leasehold then:

  - (i) Number of years on original term of the lease: \_\_\_\_\_
  - (ii) Number of years remaining on lease<sup>5</sup>: \_\_\_\_\_
  
3. **Is this title registered in the Land Registry section of the Property Registration Authority?<sup>6</sup>**
  - Yes                                       No

\_\_\_\_\_

<sup>5</sup> If there is not at least 15 years remaining on the lease the organisation may only apply for sports equipment or a capital project of €25,000 or less in which case your landlord must complete appendix 5.

<sup>6</sup> If the lease is prior to 2006, registration in the Property Registration Authority must be completed before making this grant application.

If your registration is pending in the Land Registry of the Property Registration Authority then insert dealing number here \_\_\_\_\_

Is this title registered in the Registry of Deeds section of the Property Registration Authority (registration must be completed prior to application)?

Yes  No

**4. Is the title capable of supporting a charge?**

Yes  No

**5. Is there a Deed of Covenant and Charge in place for previous grants?**

Yes  No

Date of charge: \_\_\_\_\_

If so, is this Deed registered in the Property Registration Authority (and Companies Registration Office, if applicable)?

Yes  No

I have read the sections on site ownership in the guide to making applications under the 2015 Sports Capital Programme

Name of Solicitor: \_\_\_\_\_

Address of Solicitor: \_\_\_\_\_

Signature of Solicitor: \_\_\_\_\_

Date: \_\_\_\_\_

(must be within 3 months of application deadline)

Stamp of solicitor:

